



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
HEADQUARTERS, 25TH INFANTRY DIVISION
SCHOFIELD BARRACKS, HAWAII 96857-6000

APVG-CG

5 November 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 25th Infantry Division Policy Letter 7 - Travel Policy

1. References:

- a. Joint Federal Travel Regulation, Volume 1, Ch.4. Temporary Duty Travel Allowances, Dated October 2012, Appendices G and O dated July 2013
- b. Joint Travel Regulation, Volume 2, Ch. 4 Temporary Duty Travel Allowances, dated August 2013, Appendix O, dated August 2013
- c. Defense Travel System User's Manual, dated August 2012
- d. Department of Defense Financial Management Regulation (DoDFMR) DoD 7000.14-R, Volume 9, Chapter 2, Defense Travel System, dated August 2011
- e. Department of Defense Financial Management Regulation (DoDFMR) DoD 7000.14-R, Volume 9, Chapter 3, Department of Defense Government Travel Charge Card, dated July 2013
- f. Defense Travel System Document Processing Manual, dated August 2012
- g. Department of Defense DTS Best Practices, dated November 2011

2. Purpose. To prescribe policy, guidance and detailed procedures for processing official travel authorization requests. This policy will remain in effect until rescinded or superseded.

3. Applicability. This policy applies to all units and activities assigned, attached or administrative control (ADCON) to 25th Infantry Division who are funded with 25th Infantry Division funding.

4. Policy.

- a. General. This policy is intended to assist and ensure that travel requests are conducted IAW references 1a through 1e and the 25th Infantry Division Travel Standard Operating Procedures (SOP). Accordingly, nothing in this policy is intended, nor should it be construed, to grant or deny any individual additional rights, benefits, or privileges

otherwise provided by law or regulation. The 25th ID G8 will provide advice and assistance to the Commanding General, Deputy Commanding General-Support, Chief of Staff, Primary and Special Staff, Subordinate Commanders and their Resource Managers as required.

b. Applicability. Defense Travel System (DTS) is the exclusive travel system for the 25th ID.

Manual DD1610s are no longer authorized. The only exception are travelers in any of the following duty statuses will not use DTS and will use manual voucher processing procedures: Temporary Duty (TDY) enroute to Permanent Change of Station (PCS) and dependent student travel.

c. Key Roles and Responsibilities. Personnel assigned a key role or responsibility in DTS must complete one or all of the following training courses (as noted in Appendix A of the 25th Infantry Division Travel SOP): Certifying Officer Legislation (COL), Programs and Policies – Travel Policies and AO/RO DTS Approval Process Training.

(1) **Organizational Defense Travel Administrator (ODTA).** Each BN will have an ODTA and one or more assistant ODTAs. The ODTA is responsible for loading, updating, and maintaining their organization's information in DTS, which includes personnel information, routing lists, permission levels and working the unsubmitted voucher reports.

(2) **Finance Defense Travel Administrator (FDTA).** The FDTA for the 25th ID resides within the 25th ID G8. The FDTA has the responsibility for creating and maintain the Lines of Accounting (LOAs) for those organizations that fund DTS travel.

(3) **Non-DTS Entry Agent (NDEA).** The NDEA is an individual who can load a trip authorization or voucher for another individual.

(4) **Reviewing Official (RO).** The RO is an individual within a unit with knowledge of travel rules who will determine the necessity of the travel and who will ensure the traveler loads the trip authorization properly.

(5) **Approving Official (AO).** The Approving Official (AO) is responsible for ensuring that the travel is mission essential and that funding is available. The Approving Official will review the trip authorization and either change the request, accept the request or return the request.

5. Rules and Regulations. Commanders and supervisors are responsible for adhering to the 25th ID Travel SOP for the management of their travel program. Travelers must adhere to the Travel SOP and guidance found in DoD 7000.14-R, Volume 9, Chapter 2, Defense Travel System, dated August 2011.

a. All trip authorizations request MUST arrive in the 25th ID G8 DTS routing inbox at least 14 days prior to the start date of travel. This rule will assist units in forecasting travel plans and providing sufficient time for routing travel authorizations.

b. Any travel authorization received less than seven (7) days out from flight date MUST be accompanied with a Letter of Lateness signed by first O5 Commander. This rule will help decrease last minute requests for travel.

(1) Travel will be automatically cancelled when the traveler's authorization has not been marked APPROVED by the Approving Official or ticketed at least 72 hours prior to a domestic travel departure. Domestic airline reservations booked within 72 hours of schedule flight departure time must be approved and ticketed within 24 hours to avoid cancellation.

(2) After duty hours/weekend/holidays - 25th ID G8 will only accept emergency DTS inquiries from the 25th ID Division Operation Center (DOC). All travelers will contact their designated unit ODTA first for any DTS questions, concerns or guidance.

c. The traveler has 72 hours from date of travel to cancel their travel authorization without penalty or charges. After 72 hours the traveler may be charged a cancellation fee and risk other charges.

6. Vouchers. All travelers MUST submit travel voucher within five (5) days after completion of the TDY. This requirement is in compliance with DoD Financial Management Regulation, Vol 9, Ch 8, Par 0804.

a. The ODTA/APC will submit a certified weekly, Unsubmitted Voucher report and Government Travel Card Delinquency report to their appropriate BDE XO for approval/signature and provide G8 a copy of the Status Report annotated with actions taken by the end of each week.

b. The brigades have a mail merge capability to send out an automated unsubmitted voucher e-mail travelers failing to submit their travel voucher after five days. Travelers who fail to settle their voucher within five days may end up on the Government Travel Card (GTC) delinquency list. Failure to settle travel vouchers tie up

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the unit's funds and decreases purchasing power of the unit where the Soldier is assigned.

7. Emergency leave (EML). Units will complete their DA 31 per individual unit SOP. The G8 will provide each unit a Line of Accounting (LOA) for funding in order to add to the DA 31. In order for the G8 to have oversight of EML expenses, each unit will submit a EML tracker accompanied with the all associated DA31s weekly.

8. Out-processing. Units must ensure that their unit outprocessing checklist include DTS. Individuals must outprocess and get released/detached from their unit. The unit ODTA is the responsible individual to transfers from one office/unit to another. The unit APC will ensure individuals have no outstanding balance on their GTC before approval/signature on outprocessing forms.

9. Proponent: The point of contact for this policy is LTC Rebecca McElwain, 25th ID G8 / Comptroller, rebecca.b.mcelwain.mil@mail.mil or 808-655-4131.

Encl
25th ID Travel SOP


CHARLES A. FLYNN
Major General, USA
Commanding

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